



# Human Resources Newsletter

## February 2004 News

### What's New, What's Hot

- DOTD's updated pay scales are now available on the internet and intranet and include the AS Pay Schedule effective 9/9/2003 and the revised WS Pay Schedule (Phase II) effective 11/25/2003.
- The HR Employee Relations Unit is scheduling on-site FMLA/Retirement workshops throughout the Department. Already scheduled for March are District 61 and Section 45. The announcement of additional upcoming workshops at other locations will be made soon.

### Special Events

- February 3 - Career Day, University of Lafayette, 8:00 a.m., Union Ballroom
- February 4 - CS Commission Meeting
- February 10 - HQ New Employee Orientation
- February 10 - Career Day, LSU, 9:00 a.m., Union Ballroom
- February 11 - Career Day, Southern University, 9:00 a.m., Activity Center
- February 12 - Career Day, La Tech University, 9:00 a.m., Student Center
- February 19 - SCHR
- February 24 - Mardi Gras (State Holiday)



### HR Unit Updates

#### Personal Management Unit

- Interviewing Assistance is available to all DOTD supervisors involved in the interview process! Stephanie Ortis, HR Manager, provides hands-on assistance in developing structured interview questions and conducts on-site evaluations of actual interviews to further enhance that process. For assistance, please call (225) 379-1289
- Please [click here](#) to view the Employee Recognition recipients for the Quarter Ending 12/31/03.